

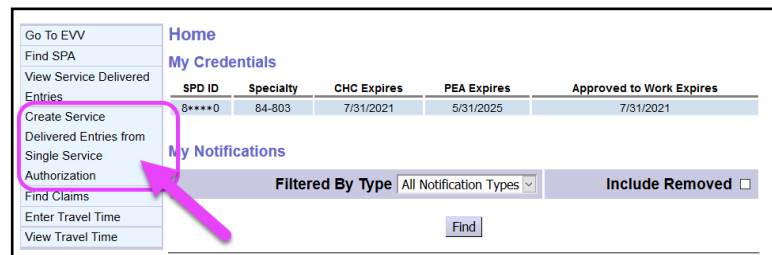
Printing a Timesheet

Personal Support Workers (PSWs) can print blank or pre-filled timesheets directly from eXPRS. Pre-filled timesheets will auto-populate with Service Delivered Billing Entries (SDs) that are in **Pending** status¹.

Timesheets must be submitted with the required progress notes to the authorizing Case Management Entity (CME) for review. CMEs **cannot** approve Pending SDs for payment without this documentation.

How to Print a Pre-filled Timesheet

- 1) From the left menu, select **Create Service Delivered Entries from Single Service Authorization**.



- 2) On the **Create Service Delivered Entries from Single Service Authorization** page, enter criteria to find Service Prior Authorizations (SPAs) and select **Find**.
- 3) From the results list, click on the dollar sign to view that authorization's SDs and to print the timesheet.

Name		Service Location/PSW				
ODVVDKSPID, UHPVHI		Provider 1, PSW				
SPA#	Proc Code	Modifier	Rate	Begin	End	
40****35	OR004 - Comm Transp, Mileage	WE - Community	\$0.48	11/1/2020	12/31/2020	\$
40****08	OR507 - Relief Care, Daily	NA - Not Applicable	\$212.00	11/1/2020	12/31/2020	\$
40****40	OR526 - Attendant Care, home or comm	NA - Not Applicable	\$16.27	11/1/2020	12/31/2020	\$
40****61	OR401 - Ind Sup Emplmt	W6 - Ongoing	\$17.57	11/1/2020	6/30/2021	\$

¹ For instructions on creating and submitting SDs, see the guide: **Creating an SD on the eXPRS Desktop Site as a Personal Support Worker**.

- 4) On the **Service Delivered by Service Authorization** page, click on the **PRINT** button shown below to print the timesheet for that authorization.

Select	Begin Date/Time	End Date/Time	Total Service Time	Billed Units	Group	Status	Start Time Change Reason	End Time Change Reason
<input type="checkbox"/>	11/10/2020 09:30:00 AM PST	11/10/2020 01:15:00 PM PST	3:45	No	Pending	No Internet service to clock in		
<input type="checkbox"/>	11/12/2020 09:30:00 AM PST	11/12/2020 12:58:00 PM PST	3:28	No	Pending	No Internet service to clock in		
<input type="checkbox"/>	11/15/2020 08:57:00 AM PST	11/15/2020 01:15:00 PM PST	4:18	No	Pending	No Internet service to clock in		
<input type="checkbox"/>						Draft Reason		
			11:31			Cancel Changes		

TIP: Timesheets printed in this way will only include SDs in **Pending** status.

- 5) The timesheet will open in a new browser window or tab. Select the print button to print a paper copy **OR** save an electronic version of the timesheet.

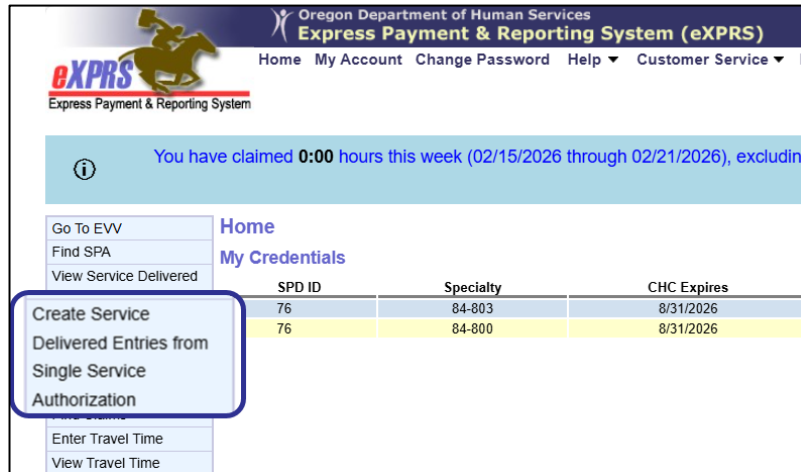
Customer Name: KBJJBOMFMB, ODFJDM
 Provider Name: Provider 1, PSW
 CM Organization: Oregon County CM Provider
 Service: SE49/OR526 - Attendant Care, home or comm/NA - Not Applicable

Start Date/Time IN	End Date/Time OUT	Total Hours for Entry	Group? (yes/no)
11/10/2020 09:30:00 AM PST	11/10/2020 01:15:00 PM PST	3:45	No
11/12/2020 09:30:00 AM PST	11/12/2020 12:58:00 PM PST	3:28	No
11/15/2020 08:57:00 AM PST	11/15/2020 01:15:00 PM PST	4:18	No
		11:31	TOTAL HOURS

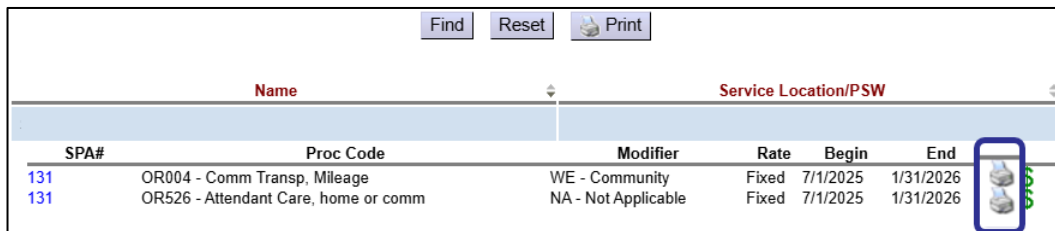
TIP: Printing timesheets is primarily designed to work with a laptop or desktop computer. Printing from a mobile device (e.g. phone or tablet) may be limited depending on the features and settings of the device.

How to Print a Blank Timesheet

- 1) From the left menu, select **Create Service Delivered Entries from Single Service Authorization**.



- 2) On the **Create Service Delivered Entries from Single Service Authorization** page, enter criteria to find Service Prior Authorizations (SPAs) and select **Find**.
- 3) From the results list, click on the Printer Icon for the authorization you want to print a timesheet for.



- 4) Use your browser to print the blank timesheet that appears. These timesheets can then be completed by hand.

